WASHINGTON
WorkFirst

WORKFIRST HANDBOOK
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 Legal References:

What is a Child SafetyNet Payment?
After 60 months on TANF/SFA, WorkFirst participants who do not participate as required without a good reason, will not qualify for a regular TANF/SFA time limit extension described in WAC 388-484-0006. Instead, the family may qualify for a Child SafetyNet Payment (CSNP), which is provided to meet the needs of the children in the household (rent, utilities, clothes, school supplies, etc). For a comprehensive list of allowable expenses, see the protective payee expense directory.

Specifically, a family will get a CSNP instead of a regular TANF/SFA time limit extension if:
- Any adult has been getting TANF/SFA for more than 60 months, and
- Someone in the household is in sanction status because they are not exempt and have refused to do WorkFirst requirements without good cause.

Child SafetyNet Payment status "follows" the person who is not cooperating and lasts until "cured" by that participant. If a person in CSNP status goes off assistance, then reapplies – the household is still in CSNP status.

What are the Child SafetyNet Payment penalties?
When a family gets a Child SafetyNet Payment:
- The grant is reduced by 40% or the non-compliant person's share, whichever is more.
- The CSNP is sent to a protective payee and will be used to meet the verified rent and utility costs (up to the authorized grant amount).Any money left over will be used to meet other verified needs of the children. For example, clothes, diapers, shoes and school supplies. The protective payee will pay these expenses directly to the vendor.

- *RCW 74.08.090 & .280; 74.08A.260 & .270*

- *WAC 388-310-1650*

- *WAC 388-484-0006*

- *Public Law 104-193 Sec. 408(b)(3)*

Example:
Alice and Ray recently married and have two children, Alice has received TANF/SFA for 63 months. Ray has received TANF/SFA for six months. Alice is working part-time and participating with other WorkFirst activities as required by her IRP. Ray is not participating as required and does not have a good reason for not doing so. Alice and Ray's household would be authorized a Child SafetyNet Payment which would go to a protective payee and pay only for the verified rent and utility expenses for the children. Any money remaining after these payments would be used to meet the verified needs of the children in

Moving from Sanction to Child SafetyNet Payment

At the 60-month time limit case staffing, the case manager puts families who are in sanction into a CSNP instead of a regular TANF/SFA time limit extension. Since the family is already in sanction, another good cause determination is not required when they enter CSNP. See the "Time Limit Case Staffing" section for more details about how the 60-month time limit case staffing is done. A Child SafetyNet Payment cannot be denied if a participant does not show for the Time Limit Case Staffing. These cases can still be staffed without the client present.

As with any family who is not participating, there should be regular contact to encourage participation as well as evaluating the participant's ability to participate.

Moving from Time Limit Extension to Child SafetyNet Payment

A good cause determination is required for participants who have started to get a regular TANF/SFA time limit extension and begin to not comply. The same good cause determination that is required for the sanction process also applies to determining if a household will receive a Child SafetyNet Payment. (See also WAC 388-484-0006)

As with sanction, our goal is participation. It is very important to determine (and document) whether a participant is refusing, or simply unable to comply. And, if a person is unable, and we find out why, we will be able to work more effectively with that participant.

Before you establish a CSNP, you must set up an appointment with the participant to discuss her or his non-compliance. Even if you are able to contact the participant by phone, this appointment notice must go out. If the participant fails to come to the appointment, however, you will need to determine the participant's ability to participate based on whatever information is on hand. That is, was the participant able to participate?

We need to be particularly careful not to put participants who don't comply into a CSNP because they do not have affordable or appropriate child care, and don't know what help is available. There is a special notice "Do You Use or Need Child Care" that you can use to give this basic information to all participants who face sanction. (Ken, we

the home.

information to all participants who face sanction. (Ron, we need to link to the notice listed above in quotation marks).

Problems that may prevent compliance, and that should be checked out with the participant are:
- Necessary Supplemental Accommodation (NSA)
- Emergent medical condition (verified by health care professional)
- Family violence
- Unable to locate child care for children under 13 years
- Immediate legal concerns

Does CSNP status require a special IRP?
No, if a participant is in CSNP status they do not require a special "CSNP IRP" just because they have entered CSNP. All participants are required to have a current IRP based upon their activities. If a participant enters CSNP status, their IRP should reflect the activities they failed to do, without good cause.

When the participant agrees to cure their CSNP, the IRP must be updated to include current dates and any new activities or components need to be changed to meet the participant's new circumstances.

Curing a Child SafetyNet Payment
Once in CSNP status, a participant must start and continue to do her or his required WorkFirst activities to cure the CSNP. This holds true even if the participant was originally placed in CSNP for failure to provide information or for refusing to accept a job.

To get out of Child SafetyNet Status the non-compliant person must participate for one full calendar month. Once satisfactory participation has been verified the CSNP is cured, but the grant is not reinstated back to the date of compliance.

Once the CSNP is cured, they move to the third level of sanction:
- The grant continues to be reduced by 40% or the non compliant persons share (whichever is more), and goes to a protective payee,
- Any money left after rent and utilities will now go back to the household,
- The non-compliant person needs to verify participation for another four consecutive weeks to begin receiving a full grant with no protective payee, and
- If at any time this household member does not participate as required and does not have a good

Example

Susan is in Child SafetyNet Payment status. On September 18, Susan begins to participate as required. On November 3, she verifies she has participated from October 1-31 (one full calendar month). The case manager takes Susan out of Child SafetyNet Payment status and puts her in level three sanction status effective November 1. There is no grant reimbursement for this period. On December 2, Susan verifies satisfactory participation for November 1-29 (four consecutive weeks). The case manager removes the sanction, protective payee and authorizes a supplemental issuance back to the time of compliance (November 1).

reason, the household will go back into CSNP status.

What is the difference between curing a CSNP and curing a sanction?

Curing CSNP and sanctions are similar, but there are three differences:

- A person who cures a CSNP goes to the third level of sanction. A person who cures her or his sanction goes back to a full grant with no protective payee.
- The cure period for the CSNP is one full calendar month. The cure period for third level sanction is four consecutive weeks.
- When a CSNP is cured, you do not reinstate TANF/SFA benefits back to the date of compliance. When a sanction is cured, you do go back and reinstate benefits back to the date the participant began to comply.

Protective payees

Protective payees are contracted vendors that provide money management to assigned participants to make sure assistance funds are used for basic needs. We assign protective payees for those in CSNP status, sanction status, and also to those who can't manage their grants (like persons addicted to alcohol or drugs), to teen parents or to deal with a temporary emergency.

Protective payees provide money management training and services for participants assigned because of mismanagement. They also urge those in CSNP and sanction status to cooperate with program requirements. While a participant is in CSNP status, the protective payee will pay for the needs of the children, not to exceed the reduced grant amount. There is additional information in the EA-Z Manual

e-JAS/ACES codes

Use the following e-JAS and ACES codes while a participant is in CSNP status:

- SN (use this e-JAS code instead of SA to show that a participant is in CSNP status)
- IC (use this e-JAS code to show components closed due to sanction/CSNP)
- PP (use this e-JAS code with the contractor ID to show the participant has a protective payee)
- SN (ACES WORK screen code to show a participant is in CSNP status)
- ST (ACES WORK screen code to show when a participant moves from CSNP to sanction after 60 months on TANF)

Child SafetyNet Payment – Step-by-step guide

Sanction to CSNP at month 61

When a participant moves from sanction to CSNP after 60 months on TANF/SFA:

1) ACES will generate an alert for participants who are in sanction and now reaching the 60-month TANF time limit. This alert will be generated at the beginning of month 60.

2) At the 60-month time limit case staffing, the CSNP will be explained and the appropriate codes added to the ACES TWEP screen before ACES deadline to generate a CSNP in month 61. A CSNP cannot be denied if the participant does not show for the Time Limit Case Staffing.

3) The case manager:

   a) Is not required to determine if the participant was unable to comply for a good reason since this would have been done when the participant was originally placed in sanction and discussed at the Time Limit Case Staffing.

   b) Enters "SN" on the ACES WORK/status screen and updates the number offences field, showing the number of times the participant has been in sanction or CSNP since August 1, 2002.

   c) Enters mandatory text on ACES letter 085-05 from the CAFI screen specifying:
      i. Who is in CSNP,
      ii. Why the CSNP is being imposed, and
      iii. How to cure the CSNP.

   d) Updates e-JAS to make sure the appropriate components are closed out on the e-JAS component screen with an "IC" code and enters "PP" with the contractor code if you will be setting up a protective payee for the first time.

   e) Replaces the "SA" (sanction) code with the "SN" (CSNP) code on the e-JAS component code screen. This will notify the protective payee that the participant is entering CSNP status.

Time Limit Extension to CSNP

Take the following steps if the participant is receiving a regular TANF/SFA time limit and stops participating as required.

1) The case manager or social worker identifies participants who are not complying with program

requirements and:

    a)   Schedules an appointment with the participant to find out if there is good cause for noncompliance,

    b)   Sends the Notice of Appointment to Determine Reason for Nonparticipation (085-01).

2)   The case manager or social worker determines if the participant was unable to comply for a good reason (screening specifically for issues like no child care or an NSA plan wasn't followed by staff) or if support services will make participation possible:

    a)   At the appointment with the participant (using e-JAS screening and evaluation), or

    b)   If the participant no shows, based on available information (check the case record, e-JAS/ACES narrative and notes from social worker or contractor).

3)   If the participant has a good reason, the case manager adjusts the IRP, makes referrals and authorizes support services as needed.

4)   If the participant does not have a good reason, the case manager:

a)   Enters "SN" on the ACES WORK/status screen and updates the number offences field. This number will be how many times the participant has been in sanction since August 1, 2002. (The case manager may also need to impose food stamp disqualification, see EA-Z Manual Food Stamp E&T for more information.)

b)   Changes the extension category on ACES TWEP screen.

c)   Enters mandatory text on ACES letter 085-05 from the CAFI screen specifying:
        i.   Who is in CSNP,
       ii.   Why the CSNP is being imposed, and
     iii.   How to cure the CSNP.

(d)   Terminates childcare (except to cover employment) and support services.

(e)   Closes out components on the e-JAS component screen with an "IC" code, enters "SN" for Child SafetyNet Payment, "PP" and payee contractor code.

5)   The case manager or social worker follows the instructions in the EA-Z Manual to assign a protective

payee and add protective payee information in e-JAS and ACES. The protective payee will encourage the participant to participate.

6) If the participant has been in CSNP for four months without participating, the Social Worker will conduct a home visit to:

    a) Determine the ability to participate as required.

    b) Report to law enforcement or CPS when there is reasonable cause to believe there is abuse or neglect.

    c) Encourage satisfactory WorkFirst participation.

Curing a Child SafetyNet Payment

1) Once a participant in CSNP status starts to participate as required, the case manager or social worker will open active components in e-JAS (but keeps the SN code in place).

2) When the participant verifies successful participation for one full calendar month, the case manager:

    (a) Closes the e-JAS code "SN" (Child SafetyNet Payment) effective the last day of the month the participant participated, and

    (b) Enters e-JAS code "SA" beginning the first of the following month.

        For example, if the participant participated from June 1 to June 30, the SN code would have a June 30 close date and the SA code would have a July 1 begin date.

    (c) Changing the e-JAS codes from SN to SA will generate notification to the protective payee that the participant has moved from CSNP to sanction and that the payee can now give any left over grant money back to the participant.

    (d) Removes "SN" and enters "ST" on the ACES WORK screen.

    (e) Enters mandatory text on the ACES letter 085-04 from the CAFI screen specifying:
        i. Who is in sanction,
        ii. Why in sanction, and
        iii. How to cure the sanction.

Resources

Related WorkFirst Handbook Chapters
- Sanctions
- Time Limit Case Staffings
- Individual Responsibility Plan

Forms & Other Resources
- EA-Z Manual – Protective Payee Chapter
- EA-Z Manual – Food Stamp E & T Chapter
- "Do You Use or Need Child Care" notice
- Notice of Appointment to Determine Reason for Nonparticipation (085-01)
- Protective Payee Vendor Handbook